

SAMPLE DAILY MEAL COUNT EDIT CHECK WORKSHEET FOR BREAKFAST AND LUNCH



All accounts and records pertaining to the school food service including approved and denied free and reduced price applications must be retained and available for future audit for a period of three years after the federal fiscal year to which they pertain.

SCHOOL: _____ MONTH: _____ Attendance Factor: _____

Day of Month	1 Free Eligible	2 Free Eligible X AF	3 Free Claimed Breakfast	4 Free Claimed Lunch	5 Reduced Eligible	6 Reduced Eligible X AF	7 Reduced Claimed Breakfast	8 Reduced Claimed Lunch	9 Paid Claimed Breakfast	10 Paid Claimed Lunch	11 Total Claimed Breakfast (3+7+9)	12 Total Claimed Lunch (4+8+10)	Comments
1													
2													
3													
4													
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30													
31													
TOTAL													

Completed By: _____ Date: _____

SAMPLE DAILY MEAL COUNT EDIT CHECK WORKSHEET INSTRUCTIONS



ATTENDANCE FACTOR FORMULA CALCULATION

The Attendance Factor (AF) is the percentage of students present on any given day, averaged over a month. The formula to use is as follows: **ENROLLMENT MULTIPLIED BY DAYS IN THE MONTH = A** **TOTAL ABSENCES FOR THE MONTH = B**

$$\frac{A-B}{A} \} \boxed{\text{AF Formula}}$$

For example, if your enrollment is 850 students in the month of October and there are 21 days in October, "A" would equal 17,850. If there were a total of 307 student absences during the month of October, then "B" would equal 307. Following the formula above, your Attendance Factor would be 98%. The Attendance Factor should be used every month.

FREE ELIGIBLE (COLUMN 1)

List the number of students who are eligible for free meals on that specific day. Note that this number can vary depending upon the number of free eligible students who are enrolled in the program. Also, this number should represent the number of free students you have listed on your free and reduced roster of eligible students.

FREE ELIGIBLE X AF (COLUMN 2)

Multiply the number of free eligible students by your Attendance Factor (AF). This number takes into consideration the fact that 100% of the students do not always report to school daily. This number will fluctuate based on the number of free eligible students that are listed in column 1.

FREE CLAIMED BREAKFAST AND FREE CLAIMED LUNCH (COLUMNS 3 AND 4)

This is the total number of free student breakfasts and lunches that you served on that designated day. The total number of free claimed can never exceed the total number of free eligible students listed in column 1. Also, if you find that the total number of free claimed frequently exceeds the number listed in column 2 (Free Eligible X AF) then you need to investigate and document why this is occurring.

REDUCED ELIGIBLE (COLUMN 5)

List the number of students who are eligible for reduced meals on that specific day. Note that this number can vary depending upon the number of reduced eligible students who are enrolled in the program. Also, this number should represent the number of reduced students you have listed on your free and reduced roster of eligible students.

REDUCED ELIGIBLE X AF (COLUMN 6)

Multiply the number of reduced eligible students by your Attendance Factor (AF). This number takes into consideration the fact that 100% of the students do not always report to school daily. This number will fluctuate based on the number of reduced eligible students that are listed in column 5.

REDUCED CLAIMED BREAKFAST AND REDUCED CLAIMED LUNCH (COLUMNS 7 AND 8)

This is the total number of reduced student breakfasts and lunches that you served on that designated day. The total number of reduced claimed can never exceed the number of reduced eligible in column 5. Also, if you find that the total number of reduced claimed frequently exceeds the number listed in column 6 (Reduced Eligible X AF) then you need to investigate and document why this is occurring.

PAID CLAIMED BREAKFAST AND PAID CLAIMED LUNCH (COLUMNS 9 AND 10)

This is the total number of paid student breakfasts and lunches served daily.

TOTAL CLAIMED BREAKFAST AND TOTAL CLAIMED LUNCH (COLUMNS 11 AND 12)

This is the total number of free, reduced and paid student breakfasts and lunches served on the designated day.

COMMENTS

The comment section is to record anything unusual that may be reflected in the counts. For example, if a late opening due to inclement weather occurred and your counts for breakfast dropped considerably, you may want to record this in the comment section.

TOTAL ROW AT THE BOTTOM

Columns 3, 4, 7, 8, 9, 10, 11, and 12 should be added to record the total on the bottom. When you add up columns 3, 7, and 9, they should equal the total listed in column 11. When you add up 4, 8, and 10, they should equal the total listed in column 12. If they don't, then an addition or recording error has occurred and the form needs to be checked for errors.

Make sure that the Edit Check Worksheet is signed and dated when it is completed.